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MONTHLY REPORT FOR THE CARTOGRAPHY DIVISION

Month of October 1958

A. Summary of Cartographic Production and Accomplishments

1. During the month of October the Cartography Division accepted requests for 147 maps and charts, 139 for CIA and 8 for the Department of State. Of the Agency requests 68 were by ORR, 7 by OSI, 25 as CIA contributions to NIS, 6 by ONE, 19 by OCI, 4 by PIC, 8 by DD/P, and 1 by DD/S.

2. During the month the Division completed 147 maps and charts, 141 for the Agency and 6 for the Department of State. Cancellations during the month totaled 12.

3. The NIS Map Coordinator received 43 job requests during the month, 23 NIS maps for final printing, 5 NIS maps for color proofing and 15 maps from D/GI for re-running. A total of 50 jobs were sent by the Coordinator to reproduction during the month, 20 final NIS maps, 5 color proofs and 25 re-runs. Receipts from reproduction totaled 68 maps, 21 finals, 14 color proofs and 33 reruns, leaving a backlog in the unit of 53 requests, 20 final maps, and 33 for re-running.

4. The total number of maps and charts in the Division at the end of October was 405, distributed among the Branches as follows:

USSR and Satellites	63
Far East and Western Hemisphere	89
Europe-Africa	40
Special Support	31
Development & Construction	182
(Exclusive of Drafting Sec.)	
Total	405

5. Manhours required by overtime during the month amounted to 179, 54 in Compilation and 125 in Development and Construction (30 of which were by [REDACTED] for OTR).

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B. Administrative Problems and Other Activities

1. The Division Chief, in company with others from the Agency, spent several days at ACIC, St. Louis, and SAC Headquarters in Omaha. Both briefings were excellent and contributed measurably toward a better understanding of the target work being accomplished in USAF.

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2. [REDACTED] Chief, GC/F, departed Headquarters for TDY in [REDACTED] and other areas of the Far East. He attended the Regional Cartographic Conference in Japan, 20 October - 1 November, and will tour several Far East countries prior to his return to Washington.

3. Division efforts to reduce overtime are reflected in the above figure of overtime used during September. This figure of 179 manhours compares with the use of 375 for June 1958. Efforts will continue to reduce overtime further during the coming months.

4. During the month a series of conferences were held with the objective of preparing a set of standard specifications for the NIS base maps produced by the Division. Standard specifications, when agreed upon, will represent an economy in time and a streamlining of procedures.

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5. During the absence of [REDACTED] Deputy Chief, will be responsible for the operation of the Branch.

25X1A9a 6. Personnel changes occurring in the USSR-Satellites Branch
25X1A9a included the transfer of [REDACTED] to the USSR Branch of D/GC and [REDACTED] who after completing his training program, assumed his compilation duties as of 30 October.

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7. [REDACTED] Chief of the Chart and Graph Section, attended the Tecnifax Seminar Workshop held at Holyoke, Massachusetts, 27 - 30 October.

8. In fulfilling a request from the Department of State a map of Afghanistan, with Persian spellings, was completed and printed in quantity for transmittal to the Afghan government. Data for this map was supplied by the Afghans.

9. Chief, D/GC spent considerable time performing the duties of Acting Ch/G during the absence of [REDACTED] 25X1A9a

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A. SUMMARY FOR OCTOBER 1956

Agency	Entered	% of Total Entered	No. Completed	% of Total Completed
CIA: DGI	1	1%	1	1%
DD/I/OWR	68	46%	59	40%
OSI	7	5%	4	3%
NIS	25	17%	29	21%
ONE	6	4%	8	5%
CGI	19	13%	27	18%
PIC	4	3%	3	2%
DD/S	1	1%	2	1%
DD/P	8	5%	8	5%
TOTAL CIA:	139	95%	141	96%
State	6	4%	6	4%
State/NIS	2	1%	0	0%

B. 6 MONTHS SUMMARY

Months	New Maps and Charts Ent'd.	New Maps and Charts Completed	Number of Prints	Returns Completed	No. of Return Prints
October	147	147	88,124	50	37,707
September	121	90	75,916	37	40,489
August	116	136	91,250	49	33,698
July	84	121	56,505	35	28,952
June	145	134	56,545	21	20,360
May	151	131	55,881	17	12,929
TOTALS:	764	761	424,221	209	174,135

C. SERVICE AND REPRODUCTION PROCESSING DURING PAST 6 MONTHS

Months	Number of Completed X-Jobs	Manhours Required X-Jobs	* Number of Processing Jobs	Number of Items
October	3	15	96	10,537
September	5	25	110	32,406
August	8	22	118	35,534
July	7	41	132	35,887
June	6	66	121	61,772
May	13	166	106	47,661
TOTALS:	42	335	683	223,847

* Except for final maps and reruns.

D. MAPS AND GRAPHS COMPLETED IN PAST 6 MONTHS

Agency	May	June	July	August	September	October
CIA	118	107	107	101	108	112
CIA/NIS	11	20	9	26	15	29
State	1	6	3	4	4	6
State/NIS	1	1	2	7	6	0
Other	0	0	0	0	0	0

TOTALS: 131 134 121 138 133 147

E. SUMMARY OF WORK LOAD, MAPS AND CHARTS, AS OF 1 NOVEMBER 1958 - Does Not Include Service Jobs

STATUS	GC/S	GC/F	GC/E	GC/C *	GC/X	TOTALS
In Reproduction	16	6	8	34	7	71
In Proof	27	3	9	24	1	64
In Check	4	5	1	13	1	24
In Drafting	5	42	0	111	11	169
In Compilation	11	33	22	0	11	77
TOTALS:	63	89	40	182	31	405

* Excludes jobs assigned to drafting section from Compilation branches.

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